

# Josh Lemieux

1434 N Huber Ave Indianapolis, IN 46219 | jlemieux88@gmail.com | Cell: 317.828.8388

---

*"Always see the best in others, even if they can't see it themselves."*

-Sebastian Thornton

## EDUCATION

---

**Saint Joseph's College, Rensselaer, IN**

July 2016

- Master of Business Administration

**Ball State University, Muncie, IN**

December 2011

- Bachelor of Arts in Telecommunications: Sales and Promotions
- Minors in French and Communication Studies

## PROFESSIONAL EXPERIENCE

---

**Saint Joseph's College, Rensselaer, IN**

February 2015 – Present

### **Residence Life Coordinator**

- Designed, implemented, and assessed department initiatives including the Residence Life 5-year strategic plan including a master plan to renovate, refurbish and replace furniture in all residence halls and other capital improvement projects
- Facilitated operations of all 10 residence halls including suite, communal, and apartment style communities housing 600 to 700 residents
- Hired, trained, supervised and evaluated 28 Resident Assistants, 4 Head Resident Assistants, 2 Residence Life Coordinators, and 4 Student Development Desk and Switchboard Assistants
- Implemented, developed, and wrote policies and procedures related to student conduct, organizations, student employment, and ADA accommodations
- Used a needs based model to develop and manage a daily departmental operational budget of over \$372,000 with additional funds for various capital improvement projects
- Served as a member of the campus response team for campus wide emergencies, student crisis situations and Student Support Team
- Taught a credit bearing course for New Student Orientation required for all new students
- Collaborated with multiple departments on new undergraduate and graduate student orientation programs, housing application and retention concerns
- Established a Residential Curriculum to support the mission and vision of Saint Joseph's College
- Created Friday Night Programming as an alternative option and retention effort
- Served on both institutional and departmental committees including the Financial Advisory Committee, Institutional Strategic Committee, several search committees and chaired the Residence Life Coordinator search committee
- Developed a Safe Zone Training each semester in collaboration with Campus Ministry and Counseling Services, yielding 132 Ally Agreements during the 2 years of existence
- Managed correspondences, record keeping and other communications for the Student Development Department and Department of Residence Life
- Advised multiple student organizations including Student Association
- Adjudicated student conduct cases

**Andrew College, Cuthbert, GA**

September 2013 – February 2015

### **Director of Residence Life/ Residence Hall Director**

- Participated in departmental decision-making, strategic planning, and procedure/policy development
- Managed a residence life program of over 300 students in 4 suite style residence halls
- Hired, trained, supervised and evaluated 3 full time Hall Directors and 25 Resident Assistants
- Developed and maintained excellent working relationships with Student Services and Academics to enhance student success and development

---

**Andrew College, Cuthbert, GA**

September 2013 – February 2015

**Director of Residence Life/ Residence Hall Director**

- Oversaw \$12,800 departmental budget; revised expenditures priorities as required
- Created semi-annual department trainings and RA manual
- Provided crisis management for campus; served as a team leader for the Emergency Action Plan
- Adjudicated student conduct cases in educationally based sanction system
- Created a recycling program and implemented energy savings initiatives in the residence halls including a community garden

---

### **RELATED EXPERIENCE**

**Crossroads of America Council, Boy Scouts of America, Indianapolis, IN**

May 2012 – July 2013

**Popcorn Fundraising Specialist**

- Prepared the council's annual \$3.6 million popcorn fundraiser
- Assisted 92 new and returning Scout units with improving their popcorn fundraising sales
- Published a bi-weekly newsletter to keep volunteers and key stakeholders informed during the fundraising season
- Planned and implemented programs to assist Scouts and units with fundraising including how to finance their entire Scouting year through popcorn sales
- Chaired a committee of 15 volunteers who assisted with preparing council wide trainings, publishing all printed materials, and deciding final product items and prices
- Established 4 locations for popcorn storage and distribution through the use of Scouting contacts
- Maintained accurate purchase, transfer, and return records for every selling unit utilizing the Trail's End tracking software
- Petitioned multiple businesses to purchase excess product as corporate gifts or to donate money to send the excess product to the Army National Guard of Indiana; amount sent to the Army National Guard of Indiana totaled \$161,250 or approximately 16,000 packages of popcorn

**Ball State University, Muncie, IN**

**Great Lakes Affiliate of College and University Residence Halls (G.L.A.C.U.R.H.) 2011 Conference Chair**

August 2009 – December 2011

- Planned a regional housing and residence life leadership conference for 600 people including lodging, travel, programming, meals and entertainment
- Coordinated, produced and presented chosen conference bid to host annual regional conference
- Provided a low cost conference for delegates by recruiting sponsorships from 15 local businesses and over 120 volunteers to ensure a smooth and successful conference
- Recruited and delegated tasks to 12 team leaders to ensure the success of the conference
- Served on the G.L.A.C.U.R.H. Regional Board of Directors during two administrations
- Developed a budget of \$90,000 and demonstrated financial responsibility by staying under the budget
- Compiled and submitted a 130 page wrap-up report in January 2012 in order for Ball State University to remain in good standing with the Great Lakes region upon completion of conference

---

### **ADDITIONAL TRAININGS, , SKILLS AND CERTIFICATIONS**

- Residential Curriculum Institute Participant, 2015 & 2016
- Gehring Academy Participant ASCA, 2016
- Marketing & Communications Committee Member for GLACUHO, 2016 & 2017
- Professional Development Institute Participant in the GLACUHO region, 2017
- QPR, CPR, First Aid & First Responder Certified
- Proficient in Microsoft Office Suite, Maxient, Empower, Blackboard, Skyfactor Mapworks, and Moodle

# Josh Lemieux

1434 N Huber Ave Indianapolis, IN 46219, jlemieux88@gmail.com, Cell: 317.828.8388,

---

## REFERENCES

---

### **Dr. Sherri Taylor**

Dean of Students  
Central Alabama Community College  
1675 Cherokee Road  
Alexander City, AL 35010  
256.215.4273  
[staylor@cacc.edu](mailto:staylor@cacc.edu)  
Former Supervisor at Andrew College

### **Eileen Doherty**

Vice President of Student Development  
Saint Joseph's College  
1498 South College Street  
Rensselaer, IN 47978  
708.704.9361  
[edoherty@outlook.com](mailto:edoherty@outlook.com)  
Current Department Head at Saint Joseph's College

### **Desi Frazier**

JV Soccer/Volleyball Coach & Paraprofessional  
Cartersville High School  
320 E Church St  
Cartersville, GA 30120  
770.843.8931  
[desireenfrazier@gmail.com](mailto:desireenfrazier@gmail.com)  
Former Director of Residence Life & Student Activities at Andrew College

### **John May**

Director of Student Activities  
Saint Joseph's College  
1498 South College Street  
Rensselaer, IN 47978  
219.863.5780  
[johnryanmay@gmail.com](mailto:johnryanmay@gmail.com)  
Coworker at Saint Joseph's College

### **Bobby Kametas**

Head Resident Assistant  
Saint Joseph's College  
1498 S College Ave  
Rensselaer, IN 47978  
708.650.2816  
[bkametas@gmail.com](mailto:bkametas@gmail.com)  
Current Head Resident Assistant for Saint Joseph's College